



**Position Available**  
**Management Assistant**  
**Friend of the Court Bureau**  
**State Court Administrative Office**  
**Salary Range: \$52,826.40 - \$67,901.76**

The State Court Administrative Office, Friend of the Court Bureau is looking for qualified applicants for the position of Management Assistant. The position provides administrative, analytical, and technical support to the Friend of the Court Bureau and serves as primary information resource to the division and its constituents. The Assistant performs specialized duties for the division and directly assists the Friend of the Court Bureau's Director, including general management of the office and team leadership on certain staff projects. Essential duties include, but are not limited to, the following:

- Serve as primary contact and resource for the division. Handle difficult phone calls; receive requests, inquiries and complaints; and exercise discretion in referring to appropriate staff for response. Screen incoming documents, and draft correspondence or response where standard procedures and past practice provide guidance, but where a thorough knowledge of SCAO policy is required. Draft and format various types of documents (e.g., correspondence, charts, reports, graphs, and spreadsheets). Assist with proofing, editing, and formatting documents. Assist other SCAO divisions, including SCAO regional offices, as needed.
- Develop internal forms and reports requiring knowledge of division procedures, which may include extracting and summarizing information from several sources. Collect information for and assist with preparation of technical reports and manuals.
- Administer the Local Administrative Order (LAO) process from preapproval through approval; assign approved LAOs to analysts as prescribed; follow up with analysts and regional staff as appropriate.
- Serve on various project committees; conduct research and assist with special projects. Gather information from various resources, analyze and prepare summary reports, summarize findings, and make recommendations. Track projects using project tracking tool.
- Update and improve SCAO's website and internal portal to highlight information and improve user experience. Monitor incoming e-mail, respond or refer to appropriate staff.
- Distribute weekly and special communications to the courts.
- Produce FOCB newsletter; solicit and edit articles; coordinate with authors and Public Information Office.
- Schedule and coordinate FOCB calendar of activities.
- Arrange travel, and lodging for FOCB staff.
- Coordinate schedules to ensure adequate support coverage for the division.
- Maintain division files and informational databases and assist with records management. Extract data and generate reports.
- Attend FOCB meetings as assigned by the director. Prepare minutes and follow up on items that require further action. Schedule meetings, set up meeting rooms and arrange for food and guest reimbursement as necessary.
- Serve as point of contact for collecting and filing friend of the court annual reports, including responding to inquiries from courts. Compile Annual Statistical Reports, Grievance Report, and Annual Statutory Review.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:**

Job requires knowledge of a specialized nature, normally acquired through high school education and from specialized training such as that acquired in the first year of college, technical, or business school in word processing, writing skills, office management, and related areas.

**EXPERIENCE:**

Three or more years in a progressively more responsible support staff position.

**KNOWLEDGE:**

- Friend of the Court Bureau/SCAO policies and procedures;
- Legal terminology, court procedures, and the use of legal reference materials;
- Proficiency in word processing, database, and spreadsheet applications;

**ABILITY:**

- Communicate effectively with varied audiences;
- Write, edit, and proof documents;
- Design, enhance, and maintain web pages.

**WORK LOCATION:**

This position is located at the Hall of Justice in Lansing, Michigan, although, occasional travel to other worksites and courts throughout the state may be required. Remote work opportunities or a hybrid schedule may be possible.

**TO APPLY:**

Please send your cover letter and resume in Microsoft Word or Adobe Acrobat via e-mail to [jobapps@courts.mi.gov](mailto:jobapps@courts.mi.gov) and include "FOCB Management Assistant" in the subject line. If you are unable to send applicant materials electronically, please contact Judicial Human Resources: (517) 373-1147.

**POSTING DEADLINE:**

**October 22, 2021**

**5:00 p.m.**

AN EQUAL OPPORTUNITY EMPLOYER